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**From:** DiNatale, Margaret (DPH)
**Sent:** Tuesday, October 23, 2007 12:42 PM
**To:** Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Smole, Sandra (DPH); Werner, Barbara (DPH); Goldbaum, Robert (DPH); Liu, Donghui (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Wang, Xingtai (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Boyd, Rozelta (DPH); Stiles, Tracy (DPH); Belanger, Peter (DPH); Kazianis, Arthur (DPH); Westerling, Judith; Gauthier, Cheryl (DPH); Nassif, Julianne (DPH); Alfonso, Felipe (DPH); Servizio, Paul (DPH); Clemmer, Jill (DPH); Salemi, Charles (DPH); Elvin, Paul (DPH)
**Cc:** Caloggero, Dina (DPH); Gilchrist, Mary (DPH); Nagle, Austin (DPH); DiNatale, Margaret (DPH)
**Subject:** documents on the F drive
**Attachments:** Chart Records Review Schedule.doc; form - QA Reporting Cover Sheet.doc; PT self eval. with ckbxs.doc

Hi,
I placed several QA documents on the F common drive in a folder titled: QI documents.

Path: F drive / common / Quality assurance folder / QI documents folder

I formatted these documents so they can be completed electronically. Attached to this email are *copies* of each form. These *copies* contain the formatting (# of characters, format of date) for each field. QA has used these forms and so far the field sizes seem reasonable. Yes, sometimes we must reword descriptions to fit the allowed space. It is a juggling act of trying to keep the size of the form to either one or two pages.

If after using the forms, you feel the field sizes need to be increased, please let me know.

Here is a list of the documents that have been added to the F common drive:
1. Records Review Schedule
2. QA Reporting Cover Sheet
3. Proficiency Testing Self Evaluation form – please refer to QA.002 to determine when a self evaluation form is required

Thanks,
Peggy DiNatale